

**Summit County Combined General Health District
Board of Health Virtual Meeting
Thursday, April 9, 2020 – 5:00 p.m.
Summit Auditorium**



MINUTES

PUBLIC CONFERENCE CALL IN NUMBER: 330-926-5796; ID: 74883

A. Call to Order – Dr. DePompei called the meeting to order at 5:01 p.m.

B. Board Member Roll Call:

Dr. Amy Arnold	<i>04/11/2019-12/31/2020</i>	<i>Absent</i>
Patricia Billow	<i>01/01/2018-12/31/2021</i>	<i>Present</i>
Dr. James Boex	<i>01/01/2019-12/31/2022</i>	<i>Present</i>
Todd Burdette	<i>03/21/2017-03/20/2022</i>	<i>Present</i>
Lynn Clark	<i>01/01/2019-12/31/2022</i>	<i>Present</i>
Dr. Kimberly Cook	<i>10/10/2019-03/31/2021</i>	<i>Present</i>
Dominic Cugini	<i>04/01/2019-03/31/2023</i>	<i>Arrived After Roll Call</i>
Dr. Roberta DePompei	<i>01/01/2020-12/31/2023</i>	<i>Present</i>
Dr. Kristine Gill	<i>01/01/2018-12/31/2021</i>	<i>Absent</i>
Dan Karant	<i>01/01/2018-12/31/2021</i>	<i>Present</i>
Dr. Gayleen Kolazcewski	<i>01/01/2020-12/31/2023</i>	<i>Present</i>
Dr. Aleksandra Mamonis	<i>01/01/2020-12/31/2023</i>	<i>Arrived After Roll Call</i>
Leon Ricks	<i>01/01/2019-12/31/2022</i>	<i>Absent</i>
Jeffrey Snell	<i>04/01/2018-03/31/2022</i>	<i>Present</i>
Marco Sommerville	<i>01/01/2019-12/31/2022</i>	<i>Present</i>
Karen Talbott	<i>01/01/2019-12/31/2022</i>	<i>Present</i>
Sheila Williams	<i>01/01/2018-12/31/2021</i>	<i>Present</i>

C. Approval of the Minutes of the Regular Board Meeting

Motion by Ms. Williams, seconded by Ms. Talbott to approve the Board of Health meeting minutes from March 12, 2020 (See Enclosure.)

Approved by voice vote.

Motion by Dr. Boex, seconded by Ms. Williams to approve the Board of Health Special Pandemic Subcommittee Meeting minutes from March 20, 2020 (See Enclosure.)

Approved by voice vote.

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D. Reading of Schedule E – Late Filings – *None.*

Motion by _____, seconded by _____ to accept Schedule E – Late Filings:

E. Motion by Ms. Talbott, seconded by _____ to adopt Resolution No. 018-20 entitled “Approval of the Consent Agenda, Schedules and all matters on the Consent Agenda”

Schedule A	Personnel
Schedule B	Employee Training and Travel Expenses
Schedule C	Contracts
Schedule D	Finance
Schedule E	Late Filings

Approved by voice vote.

F. Health Commissioner's Report

Ms. Talbott thanked Ms. Skoda for the outstanding leadership with the COVID-19 pandemic. Ms. Talbott advised she was very proud. Congratulations.

1. Motion by Dr. Mamonis, seconded by Mr. Cugini adopting First Quarter, 2020 Policy and Procedure Manual updates/revisions (See Enclosure.)

Approved by voice vote.

2. First Quarter, 2020 Non-Board Contract Report (See Enclosure.)

3. First Quarter, 2020 Full-Time Equivalency Report (See Enclosure.)

4. COVID-19 Response – 222 confirmed cases with 57 hospitalized. Twenty-eight percent are health care workers. Eighty percent recover on their own. Over 2,200 business non-compliance complaints received in two weeks. Most complaints are businesses not following social distancing guidelines. Over 1,000 resolved. Ms. Skoda responding to high volume of media calls. Ms. Skoda advised staff is doing a fabulous job going out to stop community spread. Ms. Burford reported EH is working with stores on adequate social distancing. Posters circulated to food vendors. Drive-up Vitals records implemented. Funeral homes are very happy with service. Ms. Skoda expressed frustration with lack of COVID-19 testing abilities.

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Ms. Williams stated stellar job; very proud. Ms. Snell gave a thank you to Thelma and Louise. Dr. DePompei commented she was proud of the hard work of SCPH.

5. Fiscal Report

- a. 2021 Budget** – The Budget Commission has scheduled the 2021 Health District Budget Hearing for Thursday, April 16 at 9:00 a.m. via teleconference. Board members are invited to attend. Call-in information forthcoming.

6. Policy and Legislation – No Report

I. Environmental Report

- a. Motion by Dr. Boex, seconded by Mr. Burdette to adopt Resolution No 019-20** approving and granting the issuance of a variance for the Equity Trust Company Custodian FBO David Fletcher Ira & Do Carmo Da Rosa Sergio & Matai Sandra Akemi at 4584 Durbin Drive, City of New Franklin, Parcel I.D. 23-02045, Summit County, Ohio 44319 for the approval of a sewage treatment system (STS) installation permit (See Enclosure.)

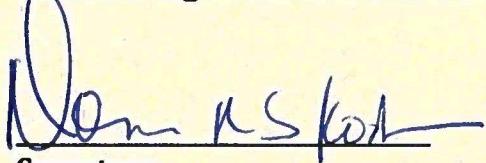
Approved by voice vote.

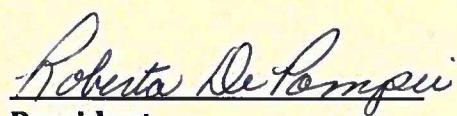
J. Clinical Health/Medical Director's Report

- 1. Communicable Disease Report (See Enclosure.)**
- 2. Influenza Report (See Enclosure.)**

K. Miscellaneous Business

The meeting of the Board of Health adjourned at 5:53 p.m.


Secretary


President

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SCHEDULE A - PERSONNEL

- 1. Approve the retirement of Victoria Kaplan, Alcohol/Drug Counselor 2, effective April 1, 2020** (*Victoria has worked with SCPH in the Counseling program since January 1, 2011 for a total of 9 years. Her employment with the Akron Health Department began August 9, 1999 for a combined total of 20 years.*)
- 2. Approve the retirement of Myron Lewis, Alcohol/Drug Counselor 2, effective April 8, 2020.** (*Myron has worked with SCPH in the Counseling program since January 1, 2011 for a total of 9 years. His employment with the Akron Health Department began January 31, 1991 for a combined total of 29 years.*)
- 3. Approve the retirement of Kathleen Fogle, Outreach Specialist, effective April 15, 2020** (*Kathy has worked with SCPH in multiple Clinical Health programs since August 19, 1997 for a total of 23 years.*)
- 4. Approve the retirement of Jane Trinter, Dietitian, effective April 30, 2020.** (*Jane has worked with SCPH in the Lead and Housing programs since January 1, 2011 for a total of 9 years. Her employment with the Akron Health Department began June 22, 1983 for a combined total of 36 years.*)
- 5. Approve the retirement of Debra Schulz, RN, effective May 31, 2020** (*Debra has worked as a PHN in Clinic for a total of 22 years.*)
- 6. Approve the retirement of Aixa Bakuhn, RS, Water Quality/Lab Manager, effective June 30, 2020** (*Aixa has worked with SCPH in multiple Environmental Health programs since January 1, 2011 for a total of 9 years. Her employment with the Akron Health Department began May 31, 1988 for a combined total of 32 years.*)
- 7. Approve the resignation of Leanne Beavers, Clinical Health Director, effective April 3, 2020** (*Leanne started with SCPH on October 1, 2010 as part of the consolidation with the Barberton Health Department. Her employment with the Barberton Health Department began December 16, 2002 for a combined total of 18 years.*)

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SCHEDULE A - PERSONNEL

- 8. Approve the Layoff of Christa Brunelle, Outreach Specialist, effective April 1, 2020.** (*Christa has worked with SCPH in multiple Clinical Health programs since January 1, 2011 for a total of 9 years.*)
- 9. Approve the Layoff of Chiffawn Dawkins, Community Health Worker, effective April 1, 2020.** (*Chiffawn has worked with SCPH in multiple Clinical Health programs since June 27, 2016 for a total of 3 years.*)
- 10. Approve the Layoff of Deonna Dirham, Alcohol/Drug Counselor 2, effective April 1, 2020.** (*Deonna has worked with SCPH in the Counseling program since January 1, 2011 for a total of 9 years.*)
- 11. Approve the Layoff of Laura Hoff, Administrative Assistant, effective April 1, 2020.** (*Laura has worked with SCPH in multiple programs since April 16, 2007 for a total of 12 years.*)
- 12. Approve the Layoff of Therese Kline, Alcohol/Drug Health Educator, effective April 1, 2020.** (*Therese has worked with SCPH in the Counseling program since January 1, 2011 for a total of 9 years.*)
- 13. Approve the Layoff of Michelle Link, Public Health Aide, effective April 1, 2020.** (*Michelle has worked with SCPH in the WIC program since October 19, 2015 for a total of 4 years.*)
- 14. Approve the Layoff of Etoyal Murkins, Administrative Assistant, effective April 1, 2020.** (*Etoyal has worked with SCPH in multiple programs since September 19, 2016 for a total of 3 years.*)
- 15. Approve the Layoff of Darlene Theodus, Dental Hygienist, effective April 1, 2020.** (*Darlene has worked with SCPH in the Dental Sealant program since March 15, 2006 for a total of 14 years.*)
- 16. Approve the Layoff of Jennifer Wallace, Dental Assistant, effective April 1, 2020.** (*Jennifer has worked with SCPH in multiple Dental programs since July 13, 2015 for a total of 4 years.*)

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SCHEDULE A - PERSONNEL

- 17. Approve the Layoff of Sara Walter, Dental Assistant, effective April 1, 2020.** (*Sara has worked with SCPH in the Dental Clinic since April 16, 2018 for a total of 1 year.*)
- 18. Approve the Layoff of Brianna White, Outreach Specialist, effective April 1, 2020.** (*Brianna has worked with SCPH in multiple programs since August 20, 2018 for a total of 1 year.*)
- 19. Approve the Layoff of Amy Cooper, Public Health Aide, effective April 2, 2020.** (*Amy has worked with SCPH in the WIC program since February 23, 2015 for a total of 5 years.*)
- 20. Approve the Layoff of Suk Lepcha, Public Health Aide, effective April 2, 2020.** (*Suk has worked with SCPH in the WIC program since June 13, 2016 for a total of 3 years.*)
- 21. Approve the Layoff of Elisabeth Scheffer, Outreach Specialist effective April 2, 2020.** (*Elisabeth has worked with SCPH in multiple programs since July 6, 2009, for a total of 10 years.*)
- 22. Approve the Layoff of Megan Sutherland, Public Health Coordinator, effective April 2, 2020.** (*Megan has worked with SCPH on multiple Clinical Health programs since September 17, 2018 for a total of 1 year.*)
- 23. Approve the Layoff of Sania Brown, Community Health Worker, effective April 3, 2020.** (*Sania has worked with SCPH in multiple Clinical Health programs since October 23, 2017 for a total of 2 years.*)
- 24. Approve the Layoff of Elizabeth Frame, Administrative Assistant, effective April 3, 2020.** (*Elizabeth has worked with SCPH in the Environmental Health Division since January 1, 2011 for a total of 9 years.*)
- 25. Approve the Layoff of Tonia O'Connor, Administrative Assistant, effective April 3, 2020.** (*Tonia has worked with SCPH in multiple programs since March 25, 2013, for a total of 6 years.*)

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SCHEDULE A - PERSONNEL

- 26. Approve the Layoff of Julia Sykes, Administrative Assistant, effective April 3, 2020. (Julia has worked with SCPH in multiple programs since November 15, 2010 for a total of 9 years.)**
- 27. Approve the Layoff of Kathleen Coleman, Executive Assistant, effective April 16, 2020 (Kathy has worked with SCPH in multiple programs since October 20, 2003 for a total of 17 years.)**
- 28. Approve the Layoff of Panethong Lynam, Medical Assistant, effective April 16, 2020 (Panethong has worked in Clinical Health since January 3, 2011 for a total of 9 years.)**
- 29. Approve the Layoff of Eric Seachrist, Grants Manager, effective April 16, 2020 (Eric has worked with SCPH in multiple programs since March 12, 2012 for a total of 8 years.)**
- 30. Approve the Layoff of Katherine West, Administrative Assistant, effective April 16, 2020 (Katie has worked with SCPH in multiple programs since January 1, 2011 for a total of 9 years.)**
- 31. Approve an increase in hours for Dr. Erika Sobolewski, Medical Director, effective March 23, 2020. (Because of current COVID-19 response requirements, it is necessary to increase Dr. Sobolewski's allowable hours up to 35 per week as needed.)**
- 32. Approve an increase in hours for Stevie Diehl, Public Health Nurse, effective March 23, 2020. (Because of current COVID-19 response requirements, it is necessary to increase Stevie's allowable hours up to 35 per week as needed.)**
- 33. Approve a decrease in hours for Jessica Travis, Community Health Worker, from Full-time to Part-time (20 hours per week) effective April 13, 2020. (Jessica works in the Clinical Health Division.)**

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SCHEDULE B - EMPLOYEE TRAINING AND TRAVEL

APRIL TRAVEL REPORT 2020

Name of Conference/Training: Home Visiting Regional Meeting

Sponsor: Ohio Department of Health

Date Attending: 4/8/2020 **Date Returning:** 4/8/2020

City: Cleveland **State:** OH

Staff Attending: Brittany Lamantia; Patrice Sirmons

Grant or General Fund: General Fund

Airfare:	Shuttle:	Parking:	Lodging:
Meals:	Registration:	Mileage: \$39.10	Total Cost of Expenses: \$39.10

Name of Conference/Training: Nurse-Family Partnership Unit 4

Sponsor: Nurse-Family Partnership

Date Attending: 4/13/2020 **Date Returning:** 4/17/2020

City: Denver **State:** Colorado

Staff Attending: Brittany Lamantia

Grant or General Fund: Grant

Airfare: \$600.00	Shuttle: \$80.00	Parking: \$100.00	Lodging: \$783.00
Meals: \$258.00	Registration: \$895.00	Mileage: \$43.70	Total Cost of Expenses: \$2,759.70

Name of Conference/Training: Lead Experts

Sponsor: Lead Experts

Date Attending: 4/20/2020 **Date Returning:** 4/24/2020

City: Warrensville Hts. **State:** Ohio

Staff Attending: Aaron B. Moore

Grant or General Fund: Grant

Airfare:	Shuttle:	Parking:	Lodging:
Meals:	Registration: \$865.00	Mileage: \$165.60	Total Cost of Expenses: \$1,030.60

Name of Conference/Training: Lead Experts
Sponsor: Lead Experts
Date Attending: 5/11/2020 **Date Returning:** 5/15/2020
City: Warrensville Hts. **State:** Ohio

Staff Attending: Aaron B. Moore		Grant or General Fund: Grant	
Airfare:	Shuttle:	Parking:	Lodging:
Meals:	Registration: \$865.00	Mileage: \$165.60	Total Cost of Expenses: \$1,030.60

Name of Conference/Training: Ohio EPA anti-tampering inspector training
Sponsor: Ohio EPA, DAPC
Date Attending: 5/13/2020 **Date Returning:** 5/13/2020
City: North Canton **State:** Ohio

Staff Attending: Zach Songer, Mingxian Ma		Grant or General Fund: Grant	
Airfare:	Shuttle:	Parking: \$20	Lodging:
Meals:	Registration:	Mileage:	Total Cost of Expenses: \$20.00

Name of Conference/Training: Ohio Grants Summit
Sponsor: Office of Budget and Management
Date Attending: 6/9/2020 **Date Returning:** 6/9/2020
City: Columbus **State:** Ohio

Staff Attending: Clay Knapp, Benjamin Moore, Eric Seachrist
Grant or General Fund: General Fund

Airfare:	Shuttle:	Parking:	Lodging:
Meals:	Registration:	Mileage:	Total Cost of Expenses: Time only

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Debevec Conference Room - Building A**



SCHEDULE C - CONTRACTS

A. Clinical Health

- 1. Adopt Contract No. 138755 authorizing an agreement between Portage Path Behavioral Health Services and the Summit County Combined General Health District to provide mental health and addiction services (pending Prosecutor approval for the period April 1, 2020 through September 30, 2020 in an amount not to exceed \$50,000.00 payable to Portage Path Behavioral Health Services.)**
- 2. Adopt Contract No. 138761 authorizing an agreement between the Summit County Probate Court and the Summit County Combined General Health District for support of the Volunteer Guardian Program (pending Prosecutor approval for the period April 1, 2020 through March 31, 2021 in an amount not to exceed \$50,000.00 payable to SCPH.)**
- 3. Adopt Contract No. 138760 authorizing an agreement between the Summit County ADM Board and the Summit County Combined General Health District for support of the Volunteer Guardian Program (pending Prosecutor approval for the period April 1, 2020 through March 31, 2021 in an amount not to exceed \$50,000.00 payable to SCPH.)**
- 4. Adopt Contract No. 138759 authorizing an agreement between County of Summit Developmental Disabilities and the Summit County Combined General Health District for support of the Volunteer Guardian Program (pending Prosecutor approval for the period April 1, 2020 through March 31, 2021 in an amount not to exceed \$50,000.00 payable to SCPH.)**
- 5. Adopt Contract No. 138762 authorizing an agreement between Summit County Department of Job and Family Services and Summit County Combined General Health District for Volunteer Guardian Program fiscal support (pending Prosecutor approval for the period April 2, 2020 through March 31, 2021 in an amount not to exceed \$50,000.00 payable to SCPH.)**
- 6. Adopt Contract No. 138763 authorizing an agreement between ARC Recovery Services and Summit County Combined General Health District to provide three full-time recovery coaches for program related to the Summit and Medina Workforce Area Council of Governments agreement (pending Prosecutor approval for the period April 1, 2020 to March 30, 2021 in an amount not to exceed \$162,720.00 payable to Portage Path Behavioral Health Services.)**

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SCHEDULE D - FINANCE



SUMMIT COUNTY PUBLIC HEALTH

Monthly Cash Statement As of March 2020

Cash Receipts

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Total</u>
State Subsidy	\$242,139	\$0	\$242,139
Environmental Health Fees	\$1,353,434	\$1,781	\$1,355,215
Vital Statistics	\$176,083	\$0	\$176,083
Personal Health Services	\$237,569	\$59,594	\$297,163
Miscellaneous Receipts	\$129,030	\$1,071	\$130,101
Federal Funds Reimbursement	\$6,855	\$2,736,981	\$2,743,836
Local Contracts (Including Akron)	\$693,339	\$260,989	\$954,328
State Fees	\$320,314	\$0	\$320,314
Rental of Property	\$25,750	\$0	\$25,750
TOTAL CASH RECEIPTS	\$3,184,513	\$3,060,416	\$6,244,929

Cash Disbursements

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Total</u>
PERS/Workers Comp/Medicare	\$217,179	\$182,450	\$399,629
Health Benefits	\$271,206	\$231,310	\$502,516
Travel	\$42,538	\$14,442	\$56,980
Supplies	\$106,568	\$231,709	\$338,277
Contracts Services/Repairs	\$841,559	\$1,010,914	\$1,852,473
Building Rental	\$7,575	\$29,710	\$37,285
Advertising and Printing	\$5,065	\$6,076	\$11,141
Other Expenses	\$11,859	\$224,804	\$236,663
Equipment	\$31,444	\$21,140	\$52,584
Remittance to State	\$218,523	\$0	\$218,523
Debt Service-Building	\$100,276	\$0	\$100,276
Client Services	\$379	\$10,392	\$10,771
Salaries	\$1,395,997	\$1,191,110	\$2,587,107
TOTAL CASH DISBURSEMENTS	\$3,250,168	\$3,154,057	\$6,404,225
RECEIPTS LESS DISBURSEMENTS	(\$65,655)	(\$93,641)	(\$159,296)
Transfers/Advances-In	\$0	(\$34,225)	(\$34,225)
Transfers/Advances-Out	\$0	\$34,225	\$34,225
Reserve for Encumbrances	\$7,601,986	\$3,497,520	\$11,099,507
FUND BALANCE	\$7,536,331	\$3,403,879	\$10,940,211



Summit County Public Health

General Fund Executive Summary

March 2020 Financial Report

	<u>2019 YTD</u> <u>Actual</u>	<u>2020 YTD</u> <u>Actual</u>	<u>2019 vs 2020</u> <u>YTD Variance</u>
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Cash Receipts

Local Taxation	0	0	0
State Subsidy	101,883	242,139	140,256
Environmental Health Fees	1,261,625	1,353,434	91,810
Vital Statistics	130,628	176,083	45,455
Personal Health Services	186,920	237,569	50,649
Miscellaneous Receipts	25,332	129,030	103,698
Federal Funds Reimbursement	20,003	6,855	(13,148)
Local Contracts (Including Akron)	720,056	693,339	(26,717)
State Fees	273,766	320,314	46,549
Rental of Property	39,898	25,750	(14,148)
Sale - Real Property	1,414,837	0	(1,414,837)
 TOTAL CASH RECEIPTS	 4,174,948	 3,184,514	 (990,435)

Cash Disbursements

Salaries	1,331,012	1,395,997	64,985
PERS/Workers Comp/Medicare	204,577	217,179	12,602
Health Benefits	256,452	271,206	14,754
Travel	31,839	42,538	10,699
Supplies	124,879	106,568	(18,311)
Contracts Services/Repairs	449,826	841,559	391,733
Building Rental	0	7,575	7,575
Advertising and Printing	1,141	5,065	3,924
Other Expenses	14,947	11,859	(3,089)
Equipment	40,214	31,444	(8,769)
Remittance to State	221,011	218,523	(2,488)
Nuisance Abatement Expense	0	0	0
Debt Service-Building	100,978	100,276	(702)
Client Services	7,068	379	(6,689)
 TOTAL CASH DISBURSEMENTS	 2,783,943	 3,250,168	 466,225
RECEIPTS LESS DISBURSEMENTS	1,391,005	(65,655)	(1,456,660)

Transfers/Advances-In (Receipts)	0	0	0
Transfers/Advances-Out (Disbursements)	0	0	0
 Reserve for Encumbrances	 6,310,704	 7,601,986	 1,291,282
 FUND BALANCE	 7,701,709	 7,536,331	 (165,378)